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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

DATE: 5 June 1947

FROM : Advisor for Management, ICAPS

SUBJECT: Survey of Reproduction Problem in FBIB

1. Attention is invited to attached copy of memorandum from the Advisor for Management to the Executive for Personnel and Administration dated 29 May, which I believe covers the matter in question.

2. This memorandum was sent direct in view of the instructions contained on routing slip from the Assistant Executive Director to handle it direct with P&A.

3. The attached report from the Deputy Executive for P&A appears to be inconclusive in that it arrives at no specific decision that the functions of the Services Division, FBIB, can and will, at a date to be determined later, be transferred to P&A. I have, however, been informed by both [] and Colonel White verbally that such is the case.

4. The new quarters to be made available for the FBIB do not include sufficient space for its Services Division.

[]
Colonel AGD

2 Inclosures

1. Memo dtd 28 May to Exec Dir fr
Deputy Exec for P&A, above subj
2. Cy of memo dtd 29 May fr Advisor for
Mgt to Exec for P&A, subj, Transfer
of Services Div, FBIB, to P&A ✓

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MEMORANDUM

28 May 1947

TO: Executive Director

FROM: Deputy Executive for Personnel & Administration

SUBJECT: Survey of Reproduction Problem in FBIB

1. At the request of your office, conferences have been held between FBIB and Services Division, with the objective of absorbing the reproduction activities of FBIB into the central reproduction service which will be provided by P&A. Basic to these conferences was the principle that any reproduction activity now being performed by FBIB would be performed by Services Division more economically and as efficiently.

2. As a result of these conferences, it can be stated that the following accord in principle has been reached.

- (a) That no physical transfer of Services Division, FBIB, be attempted until all questions of security have been clarified.
- (b) That no physical transfer be attempted until the personnel recruitment program has matured to the point where absorption can be accomplished and plant expansion has been reduced to an actuality.
- (c) That an hourly pickup of stencils by courier runs or otherwise was acceptable to FBIB, inasmuch as interference with production is not anticipated provided scheduled pickups are guaranteed.
- (d) That the correction of errors, torn stencils, and editorial changes were not considered to be of sufficient importance to create a special problem.

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3. The conferences referred to above were attended by Colonel White [redacted] representing FBIB, and [redacted] representing Services Division, P&A. It is believed that the above subsections of paragraph 2 accurately reflect the concurrences reached.

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[redacted]

Deputy Executive for
Personnel & Administration

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